

## **Draft BHA Guidance: Abbreviated Statement of Work (SOW) for Evaluations**

BHA requires evaluations under two circumstances: 1) if the original period of performance of the activity is 18 months or longer; or 2) If the applicant has implemented at least one BHA-funded award (of any duration, in any sector) in the past three years in a given country and the applicant has not completed an evaluation of a BHA-funded awards in that country during that time. The Evaluation Plan submitted at application must include an abbreviated statement of work (SOW) to allow BHA to assess the technical rigor proposed. The abbreviated SOW should be no more than two pages and address the sections below. The evaluation plan in your application is intended to be a draft outlining your best estimate of what you will evaluate at the time that you are writing the application. Awardees must submit a full SOW for BHA review six months prior to the start of the evaluation, which must follow the BHA full evaluation SOW guidance document.

### **EVALUATION PURPOSE**

Briefly describe the purpose of the evaluation and how the results will be used. While an evaluation of the entire activity is acceptable, it is not required; evaluating aspects or components of the activity within a proposed timeframe are also permissible. The following are illustrative examples of evaluation purposes:

- a) The effectiveness and relevance of one or more sectoral activities in relation to the activity's goal, purposes, results, and targets.
- b) The activity's effects on local markets, and how it affected certain groups of interest (women and men; the youth population; boys and girls, etc.).
- c) The effectiveness and relevance of the modality, transfers, and complementary interventions to achieve activity outcomes.
- d) Identifying best practices, lessons learned, strengths, and challenges in the activity design, including the LogFrame, and implementation for achieving project achievements.

### **EVALUATION TYPE**

BHA supports real-time, formative, and summative performance evaluations at any point during the life of the activity. BHA may also support impact evaluations if the applicant provides a detailed justification of the need for this type of evaluation, which specifically addresses the logistical challenges and ethical considerations that may come with carrying out an impact evaluation in a humanitarian context.

### **EVALUATION QUESTIONS**

Evaluation questions should be relevant to the evaluation purpose and tied to the decisions they are intended to inform. Applicants should limit evaluation questions to five or fewer and

questions should be clear, with narrative text or other explanatory information provided to aid understanding. Ensure gender integration into the questions, where appropriate.

Applicants may use OECD DAC <sup>1</sup> evaluation criteria. Some illustrative examples of evaluation questions are presented below, organized by topic:

- a) **Performance:** To what extent have the activity's interventions adhered to planned implementation - schedules, participant targeting, resource transfer composition/quantities, inputs and service delivery, and outputs - and achieved intended goals, purposes and outcomes? Did interventions reach the appropriate target groups and individuals within the target areas? What factors promoted or inhibited adherence to plans and targets?
- b) **Effectiveness and efficiency of interventions and their implementation:** To what extent has the intervention appropriately assisted the affected population? How has management adapted the project design or implementation based on monitoring information and feedback from the target population?
- c) **Unintended Consequences and Lessons Learned:** What changes—expected and unexpected, positive and negative—did targeted beneficiaries, community members and other stakeholders associate with the activity's interventions? What factors appear to facilitate or inhibit these changes?
- d) **Linkages, Layering, and Exit Strategies:** To what extent did the activity take advantage of other USG and non-USG investments in the same space to facilitate linkages with complementary services, layering with earlier investments, and implementing an exit strategy/ies to minimize the dependency on external support? To what extent did the project align and integrate with host government social protection strategy/policy/service delivery?

## EVALUATION METHODS

BHA supports evaluations that use qualitative, quantitative, and/or mixed methods. Briefly describe the evaluation methods and ensure that suggested methods are appropriate to the evaluation questions.

- For quantitative surveys, briefly describe the sampling methodology: will a sample be drawn from the targeted group receiving activity support, or is a population-based survey envisioned (in which any households or individuals living in the target area may be sampled)?
- For qualitative approaches, briefly describe the approach to sampling, e.g., will sample sites or sample groups be selected? BHA encourages the use of a variety of primary data collection methods, including: semi-structured in-depth interviews, focus group discussions, and direct observations (e.g. convenience or snowball sampling).

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<sup>1</sup> <https://www.oecd.org/dac/evaluation/daccriteriaforevaluatingdevelopmentassistance.htm>

## **EVALUATION TIMELINE**

The applicant should state the expected period of performance, identifying any specific dates that need to be incorporated in the evaluation plan. Timely scheduling and effective local support contribute greatly to the efficiency of the evaluation team. For evaluations involving complex designs and/or survey research data collection methods, the schedule must allow enough time, for example, to develop sample frames, prepare and pretest survey instruments, train enumerators, and analyze data. Note that all evaluation funding must be obligated during the period of performance of the award.

## **EVALUATION FINDINGS DISSEMINATION**

The applicant should describe the plan for sharing the findings from the evaluation with impacted communities and other stakeholders.

## **EVALUATOR PROFILE**

Briefly describe the intended size of the evaluation team and the specific qualifications that the team members should possess. These skills may include evaluation or methodological expertise, regional or country experience, language skills, management skills, and/or technical subject matter expertise.

BHA requires that the team leader be external to the organization, and encourages evaluation specialists from partner countries to lead or participate in evaluation teams. Where appropriate, BHA staff and/or implementing partners may also participate in the evaluation team. The applicant should describe the intended roles of any participating staff.